1. To pass this practice quiz, you must receive at least 80%, or 4.8 out of 6 points, by completing the activity and answering corresponding quiz questions. You can learn more about the graded and practice items in the Course Overview ↗.

Activity Overview

In this activity, you will identify time estimates and add them to your project plan. To do this, you will review Peta's conversation from the last activity, *Part 1: Identify time estimates for your project plan*, and two additional conversations about time estimates.

Scenario

Review the scenario below. Then complete the step-by-step instructions.

Once Peta ordered project tasks and identified milestones, she called Seydou to determine how long certain project tasks should take. The next step is to check in with Deanna and follow up with Seydou to clarify some of her estimates. She also reviews some project documentation, like emails and the historical project plan, to gather more task time estimates.

Step-By-Step Instructions

Step 1: Access your draft

Begin by opening the project plan draft you worked on in the last activity, *Order tasks and milestones.*

Step 2: Access the supporting materials

The following supporting materials will help you complete this activity. Keep them open as you proceed to the next steps. Each link will open a new Coursera tab.

- Meeting: Tablet Shipping Estimate ↗ (from the last activity, *Part 1: Add time estimates to your project plan)*
- Meeting: Menu and Coupons ↗
- Meeting: Scheduling Software Installation ↗

Step 3: Determine time estimates from the conversations

Review the conversation transcripts and determine likely time estimates that the tasks being discussed will take. Will it take a few days? A week? Add your time estimates under the Estimated Duration column on the Task Brainstorm tab of your project plan. If you've identified a task from one of these conversations that was not already included in your project plan, you can add the new task and the time estimate to the Task Brainstorm tab.

Step 4: Add time estimates for other tasks in the project plan

Review past project documentation and supporting materials. Then add time estimates for 5-10 additional tasks to the project plan.

What to Include in Your Response

Be sure to include the following elements in your project plan:

- Time estimates for the new tasks referenced in the conversation transcripts (there are at least six tasks discussed in the supporting materials)
- Time estimates for 5-10 previously listed tasks

Did you complete this activity?

◉ Yes
◯ No

⊘ Correct
Thank you for completing this activity! Now you have an updated project plan with time estimates to use as you move forward with the project. Review the quiz feedback below to find out how you did.

2. Peta spoke with Seydou about how long it would take for the tablets to arrive. What are some risks that might affect the time estimate for shipping and receiving the tablets? Select all that apply.

0.5 / 1 point

☑ A repair fee to fix broken devices

⊗ This should not be selected
While this risk could impact the budget, it is unlikely to affect this time estimate. Consider which risks could set back the tablet shipment.

☑ Broken devices

✓ Correct
Terrific Tablets occasionally ships broken devices, which could affect this time estimate.

☑ Tablets shipping with outdated software

⊗ This should not be selected
Updates to the tablet software will not affect this time estimate. Consider which risks are more likely to set back the tablet shipment.

☑ A shipping delay

✓ Correct
Seydou indicates that a shipping delay of 2-3 days is unlikely, but possible, so it could affect this time estimate.

3. Peta spoke with Deanna about how long it should take to finalize menu items and coupon values. What are some risks that might affect the time estimate for uploading menu and coupon content? Select all that apply.

0.5 / 1 point

☑ Restaurant customers are not interested in coupons

⊗ This should not be selected
While this risk could pose a problem for the team, it should not affect this time estimate. Consider which risks are more likely to set back the menu and coupon upload.

☑ Carter wants to revamp the menu before he finalizes the menu and coupon information

✓ Correct
Depending when Carter finishes the menu revamp, it might affect this time estimate.

☑ Carter's schedule can be unpredictable

✓ Correct
It could take Carter a few days to a few weeks to revamp the menu, so this is a risk that might affect this time estimate.

☑ Waitstaff have not yet been trained to use the tablets

This should not be selected
While this risk might impact other goals, it should not affect this time estimate. Consider which risks are more likely to set back the menu and coupon upload.

4. Peta spoke with Seydou about how long it would take to integrate the tablets with Sauce & Spoon's POS system. What are some risks that might affect the time estimate around POS integration? Select all that apply.

0.5 / 1 point

☑ The waitstaff hasn't been trained on the tablets yet

 This should not be selected
While this risk might affect other goals, it should not impact this time estimate. Consider which risks are more likely to set back the POS integration.

☑ The updated POS software has a yearly licensing fee

 This should not be selected
While this might affect the budget, it should not affect this time estimate. Consider which risks are more likely to set back the POS integration.

☑ Sauce & Spoon may need to update their POS system

 Correct
If Sauce & Spoon needs to update their software, it could affect the tablet integration estimate.

☑ Sauce & Spoon may not be running version 3.0 of their POS software

 Correct
If the tablets aren't compatible with the software, it could affect the tablet integration estimate.

5. Based on the tablet shipping estimate transcript, what time estimate is appropriate for the tablet shipping schedule?

0 / 1 point

○ 10 days
○ 14 days
◉ 3 days
○ 5 days

 Incorrect
Since shipping should take at least a week, this estimate is too short. Consider the potential delays Peta and Seydou discuss.

6. Based on the scheduling software installation transcript, what time estimate is appropriate for the software installation schedule?

   0 / 1 point

   ○ 10 days

   ○ 3 days

   ○ 5 days

   ● 7 days

   ⊗ Incorrect
   This time estimate is too long. Consider how long it should take to both update the POS and integrate the tablets.